



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



**REQUEST FOR QUOTATION**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

RFQ No. **23-06-065**  
 Date: **June 20, 2023**  
 Date and Time of Opening: **June 27, 2023, 9:30 AM**

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.

**BEVERLY S. DAUGDAUG, EdD**  
 BAC CHAIRMAN

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **JULY 18-20, 2023**.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
6. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

**REQUIRED DOCUMENTS TOGETHER WITH THE RFO:**

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (**ORIGINAL**)

**NOTE:** For CY 2023, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

7. Approved Budget: **P 81,000.00**

**(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)**

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Lease of Real Property and Venue, Meals and Snacks for the Division Training on OLIBA: Developing Science Process Skills on July 18-20, 2023				
	Specifications:				
	<b>Day 1</b>	head	45		
	Lunch - Rice, sweet & sour fish, fried chicken, mongo with dilis, lemon juice, table banana				
	AM Snacks - Spaghetti, pineapple juice				
	PM Snacks - Chicken siopao, iced tea				
	<b>Day 2</b>	head	45		
	Lunch - Rice, corn soup, beef with ampalaya, chopsuey (chicken), grilled fish, fresh fruit juice, fresh fruits (water melon & pineapple)				
	AM Snacks - Puto maya with mango, sikwate				
	PM Snacks - Bihon (chicken), lemonade				
	<b>Day 3</b>	head	45		
	Lunch - Rice, tinolang native chicken, beef steak, coleslaw, buko pandan, buko juice				
	AM Snacks - Cheese & egg sandwich, orange juice				
	PM Snacks - Kakanin, fresh fruit juice				
	<i>Inclusive of airconditioned venue, water dispenser, overflowing coffee, tarpaulin for backdrop (4'x6'), sound system, working tables, LCD projector, and projection screen, &amp; Wi-Fi connection</i>				
	<b><u>SUBJECT TO WITHHOLDING TAX</u></b>				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by:

**DOMINADOR ESPACIO / DIANA GRACE V. AMIGO**

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone/Cellphone Number \_\_\_\_\_

Printed Name/Signature of Authorized Representative \_\_\_\_\_

Date: \_\_\_\_\_